This document summarizes what you were told informally at your meeting during the week of October 22-26.

Each team will meet with Professors Ferrie and Lowther at your specified times and prepare a presentation according to the milestones listed below. Your presentation should be no more than 10 minutes in length and summarize the key aspects of the week's progress (details should be provided in your documentation). Each professor will then respond and provide the team with feedback based on the presentation and documents (which should be brought up to date no less than 24 hours before the meeting time). The meeting terminates with a question and answer session.

Note that each member of the team is graded on these presentations, so that failure to attend without advance notice will be penalized accordingly.

Milestones for a particular week are due on the Wednesday.   Your Dropbox should be up to date and reflect the current state of the project as of 5:00 pm on the preceding Tuesday. Note that if you present on the Monday, you still report the milestones assigned for that week. An allowance will be made for reporting early, but it is expected that the majority of the work towards the milestone should be completed.

Note: A VGA projector will be provided. It is your responsibility to supply the necessary adapter to connect your laptop to the projector (e.g. DVI to VGA, Apple mini-display port to VGA, etc.).

Milestones for Meeting 1: Reporting the week of October 22-26.

Each group will prepare a presentation (Powerpoint or equivalent) summarizing the current state of your project. A data projector will be available.

- Team members and their roles
- Initial breakdown of tasks and preliminary Gantt chart
- A summary of the 4 documents
- Preliminary designs, sketches, etc., outlining your ideas so far
- Plans for the following week

Milestones for Meeting 2: Reporting the week of October 29-November 2

You are to prepare a presentation, (Powerpoint or equivalent) using the data projector, summarizing the current state of your project:

- Current status of the project relative to the Gantt chart.
- Budget review.
- Mechanical design proposal. Be prepared to discuss alternatives and critique your choices leading to the adopted design (you may use rough sketches in describing the alternative designs considered).
- Presentation of adopted mechanical design (LDD or physical model). Make sure your design is *fully* documented (drawings, evolution of design, justification, features, etc.)
- Software Architecture: class hierarchy, preliminary API docs, status of code development. API = Application Programmer Interface - JavaDocs will do nicely. See your TA if you don't know what all this means.
- If > 1 brick, discuss the inter-brick communications protocol.
- Plans for the following week.

Milestones for Meeting 3: Reporting the week of November 5-9

You are to prepare a presentation, (Powerpoint or equivalent) summarizing
the current state of your project:

- Current status of the project relative to the Gantt chart
- Budget review (summary of time/activity)
- Completion of the CAD (LDD) model of the mechanical design
- Status of software development (make sure your source code is
  accessible from your dropbox.
- Presentation of complete testing plan; summary of tests to date.
- Plans for next week.

Milestones for Meeting 4: Reporting the week of November 12-16

Laboratory demonstration – instructions will be posted one week prior to the demo. All demos will be run on the same day, Friday, November 16th between 10:00 am and 2:00 pm. There will be no meetings on the Monday and Wednesday of that week.

Milestones for Meeting 5: Reporting the week of November 19-23

- Current status of the project relative to the Gantt chart
- Budget review (summary of time/activity)
- Competition checklist
- Current status of testing and test documentation
- Plans for competition week

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